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MEMORANDUM FOR: See Distribution

SUBJECT: Congressional Correspondence

1. (A/IUO) Admiral Turner has made it clear to me on several occasions that he will not tolerate delays in responses to Congressional inquiries. He has instructed me to adhere to a policy of responding to Congressional correspondence within five days. If correspondence cannot be answered within that time he wants to be advised of that fact with the reasons why it cannot be answered within that time limitation.

2. (A/IUO) In instances such as responses to requests for reports on legislation or other matters in which a longer period of time will clearly be needed in which to prepare an appropriate response, we will request an extension of the five day suspense period and submit an interim response for the Director's signature or, when appropriate, for mine.

3. (A/IUO) I feel, and I have every reason to feel, that the Director agrees that the substance of the responses which you and we have prepared to the Congress have been above criticism. However, I have been criticized for the delays in responses to Congressional correspondence, and in many instances, these delays have been attributable to other offices.

4. (A/IUO) The purpose of this note is to pass on to you the word which the Director has given to me and to alert you to the fact that delays in the preparation of responses will be brought to the Director's attention. I solicit your cooperation.



George L. Cary
Legislative Counsel

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